PMP/PgMP Content

Scope

A description should be added on how P2 intends to generate PgMP and PMP's.
Response: Business Process (BP) team will review and respond.

This reference document describes the content of the Project Management Plan (PMP)/Program Management Plan (PgMP). Some elements of the PMP may be duplicated from project to project, especially for similar or small projects. This document also provides the level of detail requirements for loading and maintaining data in P2 for current and future years projects and programs. The data is used in analyses of workload and resource requirements by PM's, PgM's, Resource Providers, MSC's, and HQUSACE. It is also used in manpower requirements development. Terminology used in the past for describing this data included outyear, hard, soft, unknown and unfunded. These terms have been rendered unusable in the current business processes due to the many differences assigned to their definitions across the functional areas.

Distribution

Project Delivery Team (PDT)

Project Manager (PM)

Program Manager (PgM)

Resource Provider(s)

Budget Office(r)

Resource Management Office

Major Subordinate Command (MSC)

Headquarters (HQUSACE)

Ownership

The BP/P2 Program Office is responsible for ensuring that this document is necessary and that it reflects actual practice.

PMP Minimum Content

The PMP content must be scalable. Included here are too many mandatory items. Items f thru 1 may not be required in simple projects. <u>Response</u>: Reworded, see master document (scope).

This memorandum defines the minimum requirements for Project/Program Management Plans (PMP's/PgMP's). The PMP/PgMP is required to provide the framework so that all team members can work together efficiently. The PMP/PgMP communicates critical project/program information to all interested parties. The PMP serves as a planning, communications, and quality management tool for the project. It encompasses all aspects, phases, and resources for the full lifecycle of a project. The document records buy-in by the PDT. The following items comprise the PMP/PgMP:

      a. Project Requirements Statement; describes customer's need for the project.

      b. Team Identification; refer to *Team Establishment[PROC1008].*

      c. Scope (project definition, objective, identification of customer(s) and stakeholder(s), description of services to be provided, key products, authority, location, unique customer requirements stored within P2 as notebook items or other features). Refer to *Customer Scope Definition[PROC1007].*

      d.   Funding (sources, available budget, customer requirements for requesting/receiving funds and reporting of expenditures, resource estimates).

      e. Schedule (NAS Schedule in P2, continuously maintained to show actual completion status and show how schedule will be progressed). Refer to *Activity Development[PROC1010]* and *Project Execution and Control[PROC1017]*.

      f. Work Breakdown Structure (WBS). Compartmentalization and decomposition of work.

      g. Project Quality Control Plan and Objectives (customer expectations, applicable Quality Management Plans, criteria and regulations) Refer to *Quality Management Plan[REF1024]*.

      h. Acquisition Strategy. Refer to *Project Delivery Acquisition Strategy[PROC1020]*.

      i. Risk Analysis. Refer to *Risk Management Plan[REF1023].*

      j. *Change Management Plan[REF1025]* (Schedule/cost risk analysis, how cost growth and other changes to the plan will be approved, what changes require customer re-approval). Refer to *Change Management[PROC1004]* .

k. Communications Strategy (how the team will communicate with the customer(s) and each other, customer's requirements for status reporting). Refer to *Communications Plan[REF1022]*.

l. Closeout Plan.   Refer to *Activity/Project Closeout[PROC1019]*.

m. Approvals. Refer to *PMP Approval[PROC1018]* .   Page includes signatures of the PM and the customer(s).

Prior to the final approval identified in m. above, this draft PMP will be identified as "What If?" in P3e.

PMP Minimum Level of Detail

General Criteria

For any project in P2, the timeframe included in the schedule must include the current fiscal year (CFY), and either five successive fiscal years (BY thru BY+4) or project completion.

At a minimum, the resources/expense types included in activities for each fiscal year must include labor (LABOR), contracts (AESVCS, CONSTSVCS, OTHCONSVC), and/or work by other Federal agencies (WKBOTHFED).

Project or program representing a block of unknown work

This includes, but is not limited to, Congressional Adds (CW or MILCON programs) for BY thru BY+4, Support Services budgets for BY thru BY+4, military reimbursable for CFY thru BY+4, and IRP for BY thru BY+4.

Funding for accomplishing PMP/PgMP development for this type of work will come from Indirect or Coordination Funds (CAP).

The *Customer Scope Definition[PROC1007]* will be an effort dealing with very general information based on experience for programmatic level projects and information from existing customers for future projects with incomplete scopes. It can also include a group of services provided by a support organization.

The PDT for projects/programs at a high level will consist typically of Division Chiefs, Account Manager(s), and Program/Project Managers. **This is the only place account manager is mentioned including the glossary. Response: Recommended change accepted and reworded, see master document.**

Activity Development can be as simple as a single activity representing a given fiscal year for a specific program, but may be more detailed if that information is available.

Resource Estimate Development for projects/programs at a high level will be at the Division level (Construction, Engineering, Planning, Real Estate, PPMD, etc.) for the entire timeframe. Again, if greater detail is available, it should be used.

The acquisition strategy represents the best estimate on method of accomplishment, whether it be in-house, A-E, construction, etc. This information will be used to develop the future need for task/delivery order type contracts including: AE IDIQ contracts, Construction IDIQ contracts, MATOC, POCA, or other multi- task/delivery order type contracts representing contract capacity.

Projects with activities beyond the CFY

This includes, but is not limited to, existing CW, MIL, **and Response: Recommended change accepted** HTRW projects with phases extending beyond CFY.

Funding for accomplishing PMP development will primarily come from Project funds, but can in some instances come from Indirect and Coordination Funds(CAP)

The Customer Scope Definition will be developed based on specific customers' defined requirements for specific function level products.

The PDT members will consist of personnel from the **appropriate Response: Reworded, see master document** organizational level as function requirement merits.

Minimum specific activities will be developed for products through current phase or BY+1 whichever timeframe is longer, and in FY time blocks beyond that point. Specific military projects will be scheduled thru completion. Activity templates should be used to the maximum extent practical.

Resource Estimate Development will at a minimum be to the **Appropriate Response: Rejected, this is an ongoing project that requires resourcing to this level** Organizational Level for current phase or to BY+1 whichever timeframe is longer, Technical Division level beyond that point.

Project Delivery Acquisition Strategy: Task/delivery Orders and specific contract types with dates and costs required for accomplishing activities.

Projects intended to expend CFY funds which cannot be immediately started

This includes projects with unsigned agreements, no authority or guidance to use existing funds, or does have agreement/authority but funds have not been appropriated/received.

Funding for accomplishing PMP development will come from project funds (earlier phase), Indirect, or Coordination Funds(CAP)

The *Customer Scope Definition[PROC1007]* will be developed based on specific customers' defined requirements for specific function level products.

The PDT members will consist of personnel from the **appropriate Response: Reworded, see master document** organizational level as function requirement merits.

Minimum specific activities will be developed for products through current phase or BY+1 whichever timeframe is longer, and in FY time blocks beyond that point. Specific military projects will be scheduled thru completion. Activity templates should be used to the maximum extent practical.

Resource Estimate Development will at a minimum be to the **appropriate** **Response: Rejected, this is an ongoing project that requires resourcing to this level** Organizational Level for current phase or to BY+1 whichever timeframe is longer, Technical Division level beyond that point.

Project Delivery Acquisition Strategy: Task/delivery Orders and specific contract types with dates and costs required for accomplishing activities.

Active projects

This will include programs or projects with signed agreements (where applicable), authority and guidance to use existing funds, and funds have been approved and are available.

Funding for accomplishing PMP development will come from project Funds

The Customer Scope Definition will be developed based on specific customers' defined requirements for specific function level products.

The PDT members will consist of personnel from the **appropriate** **Response: Reworded, see master document** organizational level as function requirement merits.

Minimum specific activities will be developed for products through current phase or BY+1 whichever timeframe is longer, and in FY time blocks beyond that point. Specific military projects will be scheduled thru completion. Activity templates should be used to the maximum extent practical.

Resource Estimate Development will at a minimum be to the **Appropriate** **Response: Rejected, this is an ongoing project that requires resourcing to this level** Organizational Level for current phase or to BY+1 whichever timeframe is longer, Technical Division level beyond that point.

Project Delivery Acquisition Strategy: Task/delivery Orders and specific contract types with dates and costs required for accomplishing activities.